

**PQS QUALIFICATION SHEET**

**MEPS Liaison Petty Officer (MLPO) Module**

<b>Name of Trainee</b>	<b>Qualification Start Date</b>	<b>Qualification Due Date</b>

<b>PQS Standard</b>	<b>Trainee (Signature)</b>	<b>PQS Qualifier (Signature)</b>	<b>Date</b>
1. BEERS			
2. Waivers			
3. Quality Control			
4. Applicant Processing			
5. Field Interface			
6. Organizational Management			
7. Program Knowledge			
8. PRIDE			
9. Testing			
10. PSS			
11. Administration			
12. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
<b>1. Basic Enlistment Eligibility Requirements (BEERS)</b> (COMNAVCRUITCOMINST 1130.8). Describe the elements of enlistment eligibility in the following areas for Active and Reserve Programs:									
a. General Blueprinting									
b. SSN Verification									
c. Birth/Citizenship Verification									
d. Education Requirements/ Verification									
e. Mental/Physical Requirements									
f. Police/Civil/Juvenile Involvement/Conviction/domestic violence/physical violence									
g. Applicants with civil restraint									
h. Applicants with lawsuits pending									
i. Drug/Alcohol Use/Abuse									
j. Dependents/Custody Verification/Financial Statement									
k. Age Requirements/Parental consent									
l. Prior Military Service Requirements									
m. Advanced Pay Grade Requirements									
n. PSSQ Requirements/Verification									
o. Describe procedures for handling questions regarding BEERS that cannot be answered at the NRD level									
p. Describe enlistment eligibility for Tier II/III applicants									
<b>2. Waivers (COMNAVCRUITCOMINST 1130.8)</b>									
a. Describe proper procedures for conducting telephonic waivers.									

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b. Conduct a waiver pre-interview and provide feedback to the waiver authority.									
c. QC an active and reserve waiver kit for accuracy and completeness.									
d. Describe the process for submittal of N3M, NRC Felony and Prior Service waivers (AC/RC).									
e. Utilize the Civil and Drug/Alcohol matrix to determine enlistment/program waiver requirements.									
f. Describe processing procedures for civil program waivers in the AEF/ATF and Navy Challenge Programs.									
g. Describe processing procedures for civil, academic and drug waivers for the Nuclear Field Program.									
h. Document a proper waiver entry.									
<b>3. Quality Control (COMNAVCRUITCOMINST 1130.8)</b>									
a. Describe the role and responsibilities of the MLPO in quality control.									
b. QC a pre-enlistment kit to ensure completeness and accuracy.									
c. Identify all the required forms and documents through DEP-in or affiliation.									
d. Conduct a post-DEP QC on kits.									
e. Conduct a post-DEP QC on a Nuclear Field (NF) kit.									
f. Conduct the Clean Slate briefing.									
g. Prepare the record for a shipper.									
h. Describe the requirements for record maintenance for residuals, active DEP records, QNE/QNJ records and rejected records.									
i. Prepare the required paperwork for a DEP Discharged applicant.									

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j. Use the matrices in CRUITMAN Volume II and Volume IV to determine program eligibility based on mental, moral and physical qualifications.									
<b>4. Applicant Processing (MEPCOM AR 601-270)</b>									
a. Explain the procedures used in scheduling applicants for a test, physicals, consults, DEP-in and shipping.									
b. Describe applicant flow at MEPS.									
c. Explain "Red Carpet" treatment procedures at MEPS.									
d. Describe conversion ratio.									
e. Counsel an applicant that has been PDQ/TMR.									
f. Counsel an applicant that did not qualify for enlistment based on the ASVAB.									
g. Discuss service slices.									
h. Discuss the procedures for applicant ASVAB testing.									
i. Monitor, evaluate and discuss:									
(1) Applicant transportation/ lodging									
(2) MEPS Processing procedures (AC/RC)									
(3) Procedures for medical consult									
(4) MEPS cutoff time and exception policy									
j. Observe a classification interview.									
k. Use the MIRS Systems.									
l. Brief an applicant on enlistment options.									
m. Conduct a review of and explain required signatures on a DD Form 4.									
n. Describe and discuss the purpose of IRC.									

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o. Explain the Navy's homosexual policy as related to applicant processing.									
<b>5. Field Interface (COMNAVCRUITCOMINST 5400.1)</b>									
a. Discuss MLPO relationship with the ZS.									
b. Discuss MLPO relationship with the RinC.									
c. Describe INDOC procedures for new Recruiters.									
d. Attend a Zone Production Meeting.									
<b>6. Organizational Management (COMNAVCRUITCOMINST 5400.1). Thoroughly explain the duties, responsibilities and working relationships of the following:</b>									
a. EPDS									
b. CR and ACR									
c. ZS									
d. RinC									
e. CMC									
f. MEPS Operations Officer									
g. ESS									
h. Region (EPQCC)									
i. NAVCRUITCOM N7 MEPS Trainer									
j. Classifier									
k. EPA									
l. RQAT									
m. RTC Legal									
n. NAVCRUITCOM N3 Staff									

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o. NAVCRUITCOM 00J									
p. NAVCRUITCOM IG									
q. NAVCRUITDIST NF Recruiter									
r. EPO									
s. NAVCRUITCOM ORIENT UNIT									
<b>7. Program Knowledge</b>									
a. Discuss requirements for the NF Program and AEF/ATF/Navy Challenge.									
b. Discuss programs requiring extensions and demonstrate proper preparation of an extension.									
c. Explain the Reserve obligation requirements following initial ACUD for all USNR programs (FTS/NAT/NCS).									
d. Conduct DEP-in MLPO QC on an applicant to verify program eligibility.									
e. Explain the eight-year Military Service Obligation (MSO).									
f. Explain and discuss MLPO's responsibility for the DEP program.									
g. Explain enlistment options to the applicant and obtain their initials in the appropriate block of the DD Form 1966.									
h. Explain the Enlisted Bonus program for (AC/RC).									
<b>8. PRIDE (PRIDE Users Guide)</b>									
a. Explain and discuss components of the One Navy Report.									
b. Explain the purpose of the following:									
(1) CHGACC									
(2) CANCEL									
(3) CONFRM									

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(4) UNCONF									
(5) GETREC									
(6) REPORT									
(7) AFEESM									
c. Discuss the PRIDE Contingency Plan.									
<b>9. Testing (COMNAVCRUITCOMINST 1130.8, MEPCOM AR 601-270)</b>									
a. Describe the mental group categories and subtest components of the ASVAB.									
b. Describe ASVAB, NAPT and DLAB testing and retesting policy and procedures.									
<b>10. PSS (COMNAVCRUITCOMINST 1130.8)</b>									
a. Establish rapport with an applicant.									
b. Demonstrate the ability to explain the Privacy Act to an applicant.									
c. Blueprint an applicant.									
<b>11. Administration (COMNAVCRUITCOMINST 1137.2)</b>									
a. Explain the NAVCRUITCOM processing chain of command.									
b. Explain the Region processing chain of command.									
c. Explain the District processing chain of command.									
d. Explain the security requirements for the following areas:									
(1) Office security measures									
(2) Applicant Information									
(3) DEP and Residual Files									
(4) Assigned minor property/ADP equipment									

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e. Explain liaison functions and procedures to follow in dealing with RQAT/RTC personnel in the following areas:									
(1) AEPIS									
(2) Processing errors									
(3) Missing documents									
(4) Program disqualifications									
(5) RTC Kit errors									
(6) RQAT reports errors									
f. Explain liaison functions with MEPS personnel in the following areas:									
(1) Applicant flow									
(2) Testing									
(3) Operations									
(4) INDOC newly assigned personnel									
g. Explain the content and usage of the following publications:									
(1) CRUITMAN (COMNAVCRUITCOMINST 1130.8)									
(2) COMNAVCRUITCOMINST 5400.1									
(3) SOPMAN (COMNAVCRUITCOMINST 5400.2)									
(4) Referral Recognition Instruction (COMNAVCRUITCOMINST 5305.1)									
h. Complete Privacy Act training 101, 102 & 103.									



**13. Record of Qualifications:**

a. Recommended for PQS Qualification Board. Date: \_\_\_\_\_

I, \_\_\_\_\_, certify that \_\_\_\_\_  
(Name/Rate/Qualifier Position) (Name/Rate)  
is ready for final qualification by a PQS Board for the position of MEPS  
Liaison Petty Officer (MLPO).

Qualifier's Signature \_\_\_\_\_

b.. Qualification Board. Date: \_\_\_\_\_

We certify the examinee to be fully qualified for the position of MEPS  
Liaison Petty Officer (MLPO).

\_\_\_\_\_  
Board President (Name/Rate/Position) (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position)/ (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position)/ (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position)/ (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position)/ (Signature)

c. Reviewed:

PQS Training Officer, NRD \_\_\_\_\_  
(Signature/Date)

d. Approved:

Commanding Officer, NRD \_\_\_\_\_  
(Signature/Date)

e. Service Record Entry (Page 4):

Chief Administrator, NRD \_\_\_\_\_  
(Signature/Date)

You are hereby granted an extension. Your new maximum qualification date is  
\_\_\_\_\_. (Attach a copy of extension request with justification).

\_\_\_\_\_  
PQS Training Officer

Copy to:  
Member's Training Record